

EXAMPLE USAF ANTITERRORISM VULNERABILITY ASSESSMENT TEAM VISIT MESSAGE TO UNITS

FROM: HQ AFSFC LACKLAND AFB TX//SFP//

TO: [wing, installation//cc/xp//]
[sptg, installation//cc/cc/sf//]
[mdg, installation//cc//]
[osi det, installation//cc//]
INFO: [majcom, installation//sf//]
[osi region, installation//cc//]

SUBJECT: ANTITERRORISM (AT) VULNERABILITY ASSESSMENT TEAM VISIT

1. THE AIR FORCE VULNERABILITY ASSESSMENT TEAM (VAT) WILL VISIT [Installation and date]. THE VAT WILL FOCUS ON THE PROCESSES AND PROCEDURES THAT ALLOW INSTALLATIONS TO REACT TO THREAT WARNINGS AND TRANSITION FROM THREAT CONDITION NORMAL THROUGH DELTA. VULNERABILITY ASSESSMENTS ASSIST INSTALLATION COMMANDERS IN MEETING THEIR AT RESPONSIBILITIES TO DETER OR REDUCE THE IMPACT OF TERRORIST ATTACKS. THE VAT WILL PROVIDE THE COMMANDER REALISTIC OPTIONS (PROCEDURAL AND TECHNICAL) OFFERING THE GREATEST AT BENEFIT WITHIN A RESOURCE CONSTRAINED ENVIRONMENT.

2. PLEASE APPOINT A SINGLE POINT OF CONTACT (POC) AT THE INSTALLATION LEVEL TO COORDINATE THE DETAILS OF THIS ASSESSMENT. PLEASE PROVIDE THE RANK AND NAME OF THE POC ALONG WITH E-MAIL ADDRESS, FAX NUMBER AND TELEPHONE NUMBER (DSN AND COMMERCIAL) TO THE VAT POC UPON RECEIPT OF THIS MESSAGE.

3. REQUEST THE INSTALLATION POC PROVIDE THE FOLLOWING INFORMATION TO THE VAT POC NLT [30 days prior to the VAT's arrival at the installation]:

A. A COPY OF THE INSTALLATION TERRORISM THREAT ASSESSMENT PLAN AS REQUIRED BY AFI 31-210 STANDARD 9.

B. A BRIEF, UNCLASSIFIED OVERVIEW OF THE INSTALLATION UNITS AND MISSION(S) TO INCLUDE NUMBER OF PERSONNEL ASSIGNED.

C. A PRIORITIZED LIST OF BUILDINGS, FACILITIES AND/OR SPECIFIC AT CONCERNS THE INSTALLATION COMMANDER DESIRES THE VAT TO FOCUS ON. WHEN CONSTRUCTING THE LIST, REMEMBER THE FOCUS OF THE VAT IS PROTECTION OF PERSONNEL AND NOT PRIORITY RESOURCES. THE BUILDINGS AND FACILITIES TYPICALLY LISTED ARE THOSE WITH HIGH OCCUPANCY OR SYMBOLIC REPRESENTATION OF THE US GOVERNMENT.

D. AN INSTALLATION ORGANIZATION CHART WITH A LIST OF ANY TENANT ORGANIZATIONS.

E. AN INSTALLATION TELEPHONE BOOK.

F. A COPY OF EXISTING AT PLANS AND RELATED PLANS (E.G., INSTALLATION SECURITY PLANS, RESOURCE PROTECTION PLANS, FORCE PROTECTION PLANS TO INCLUDE THREATCON PROCEDURES, EMERGENCY PREPAREDNESS PLANS, MASS CASUALTY RESPONSE PLANS, TERRORIST INCIDENT RESPONSE PLANS, EMERGENCY ACTION PLANS, MEDICAL CONTINGENCY RESPONSE PLANS, OPLANS 32-1, BCE CONTINGENCY PLANS, CE GENERAL PLANS, WATER

VULNERABILITY ASSESSMENT, INFRASTRUCTURE VULNERABILITY ASSESSMENT, ETC.).

G. 10 COPIES OF THE INSTALLATION MAP OF THE TYPE NORMALLY PROVIDED TO NEWCOMERS.

H. TWO COPIES OF THE INSTALLATION MAP FROM THE BASE COMPREHENSIVE PLAN, TAB C-1 (SCALE 1 INCH = 400 FEET, FULL SIZE SHEETS).

I. INSTALLATION MILCON AND O&M FACILITY PROJECT LISTINGS FOR CURRENT YEAR AND ALL OUTYEARS.

J. THE INSTALLATION COMMANDER'S FULL NAME AND OFFICIAL MAILING ADDRESS FOR RECEIVING CLASSIFIED INFORMATION.

K. LIST OF AVERAGE POPULATIONS IN HIGHER OCCUPANCY BUILDINGS (DORMS, DINING FACILITIES, HQ, COMMUNITY CENTERS, ETC.) AND ANY OTHER INSTALLATION SITES OR ACTIVITIES THAT PRODUCE A HIGH POPULATION (FORMATION, SPORTS EVENTS, CEREMONIES, OPEN HOUSES, ETC.).

L. ASSISTANCE WITH LODGING ARRANGEMENTS. PLEASE MAKE RESERVATIONS FOR TEN PERSONNEL (MAINTAINING TEAM INTEGRITY IS REQUESTED). PLEASE ALSO PROVIDE THE NAME, ADDRESS, TELEPHONE NUMBERS, AND CONFIRMATION NUMBERS (IF AVAILABLE) FOR LODGING.

M. LOCATION AND TELEPHONE NUMBERS OF THE PROPOSED VAT WORK CENTER.

N. AN EMERGENCY CONTACT TELEPHONE NUMBER TO NOTIFY THE INSTALLATION IF THE VAT IS DELAYED ENROUTE.

O. THE NAME AND LOCATION OF THE NEAREST COMMERCIAL AIRPORT AND A MAP TO ASSIST THE VAT WITH TRAVELING FROM THE AIRPORT TO THE INSTALLATION.

P. LIST OF POCS FROM THE FOLLOWING AREAS: AT OFFICER/NCO; SECURITY FORCES OPERATIONS, PHYSICAL SECURITY AND PLANNING; OSI; CE ENGINEERING FLIGHT, OPERATIONS FLIGHT, READINESS FLIGHT, EOD, AND FIRE DEPARTMENT; MEDICAL SERVICES (MASS CASUALTY AND TRIAGE); COMMUNICATIONS; PUBLIC AFFAIRS; COMMAND POST; INTELLIGENCE; AND SJA. PROVIDE THE NAME, RANK, AND CONTACT NUMBER FOR EACH POC.

Q. COPIES OF PREVIOUS AT ASSESSMENTS.

4. THE FOLLOWING SHOULD BE MADE AVAILABLE TO THE VAT UPON THEIR ARRIVAL AND/OR DURING THE ASSESSMENT:

A. ACCESS TO THE CE UNIT'S DRAWING VAULT.

B. INFORMATION ON SECURITY MEASURES TO INCLUDE: MANNING (ARMED GUARDS, SHIFT STAFFING, ETC.), ALARM/SENSOR DESCRIPTIONS, DEFENSIVE MECHANISMS (CHARGED FENCES, ETC.), MAJOR EQUIPMENT ITEMS (VEHICLES, RADIOS, WEAPONS, PERSONAL PROTECTIVE EQUIPMENT, ETC.), AND JURISDICTION MAPS AND DOCUMENTS.

C. COOPERATIVE AGREEMENTS OR MEMORANDUMS OF UNDERSTANDING WITH LOCAL AUTHORITIES IN THE FOLLOWING AREAS: LAW ENFORCEMENT, MEDICAL, AND FIRE SERVICES.

D. INFORMATION ON THE INSTALLATION'S FIRE DEPARTMENT INCLUDING A LIST OF EQUIPMENT AND MANPOWER (NUMBER AND POSITION).

E. A LIST OF SURROUNDING AREA HOSPITALS AND THEIR CAPABILITIES.

F. A LIST OF SURROUNDING AREA FIRE DEPARTMENTS AND THEIR CAPABILITIES.

G. INFORMATION ON THE INSTALLATION'S POWER SYSTEMS INCLUDING AN ELECTRICAL DISTRIBUTION SITE PLAN, LOCATIONS OF SUBSTATIONS, A LIST OF EMERGENCY GENERATORS WITH LOCATION, SIZE, FUEL, ETC., AND A LIST OF CRITICAL UNINTERRUPTIBLE POWER SYSTEMS.

H. INFORMATION ON THE INSTALLATION'S WATER SYSTEMS INCLUDING A WATER DISTRIBUTION SITE PLAN WITH WELLS, RESERVOIRS, TREATMENT FACILITIES, AND OTHER STORAGE LOCATIONS.

I. INFORMATION ON THE INSTALLATION'S NATURAL GAS DISTRIBUTION SYSTEM.

J. INFORMATION ON THE INSTALLATION'S POL DISTRIBUTION SYSTEM.

5. RECOMMENDED SCHEDULE FOR THE ASSESSMENT:

A. DAY ONE: PROVIDE A 30-45 MINUTE WINDSHIELD TOUR OF THE INSTALLATION FOR THE ENTIRE TEAM. THE DESIRED START TIME FOR THE TOUR IS BETWEEN 1400 AND 1600. AFTER THE WINDSHIELD TOUR, REQUEST THE VAT BE ALLOWED TO SET UP THEIR WORK CENTER (SEE PARA 6.A.).

B. DAY TWO: REQUEST A COURTESY CALL WITH THE INSTALLATION COMMANDER FOR THE TEAM LEADER. IMMEDIATELY AFTER THE COURTESY CALL, THE TEAM LEADER WILL PROVIDE A 30-MINUTE UNCLASSIFIED INBRIEF ON THE ASSESSMENT METHODOLOGY AND RESPOND TO QUESTIONS. IDEALLY, THIS BRIEFING SHOULD BEGIN NLT 0900 AND WILL TAKE NO MORE THAN 30 MINUTES. FOLLOWING THE INBRIEF, REQUEST THE UNIT PROVIDE A SHORT AND INFORMAL BRIEF ON THE INSTALLATION'S MISSION(S), UNITS LOCATED ON THE INSTALLATION, AND LOCAL THREAT ASSESSMENT. THE DISCUSSION OF THE LOCAL THREAT ASSESSMENT SHOULD FOCUS ON TERRORISM BUT SHOULD ALSO INCLUDE OTHER THREATS TO DOD PERSONNEL (E.G., CRIME, HAZMAT, WMD, FIRE, NATURAL DISASTER, ETC.). FUNCTIONAL AREA POCS (SEE PARA 3.P.) SHOULD ATTEND THE INBRIEF AND REMAIN AFTERWARD TO MEET WITH THEIR VAT COUNTERPARTS TO BEGIN THE ASSESSMENT.

C. DAY TWO THROUGH FOUR: CONDUCT THE ASSESSMENT. THE VAT LEADER WILL NORMALLY HOLD A TEAM MEETING AT 1630 EACH DAY. INSTALLATION POCS ARE INVITED TO ATTEND.

D. DAY FIVE: FINISH ASSESSMENT AND CONDUCT OUTBRIEF DRY RUN AT APPROXIMATELY 1500 - 1700. INSTALLATION POCS ARE INVITED TO ATTEND THE DRY RUN.

E. DAY SIX: VAT LEADER OUTBRIEFS THE INSTALLATION COMMANDER. THE OUTBRIEF WILL BE CLASSIFIED SECRET AND WILL LAST APPROXIMATELY ONE HOUR. IDEALLY, THE BRIEFING SHOULD OCCUR AT 0900. FUNCTIONAL AREA POCS SHOULD ATTEND THE OUTBRIEF.

6. THE VAT REQUESTS THE FOLLOWING ADMINISTRATIVE AND LOGISTICAL SUPPORT:

A. USE OF A WORK CENTER. IDEALLY, THE WORK CENTER (CONFERENCE ROOM, TRAINING ROOM, OFFICE SPACE, ETC.) SHOULD HAVE SUFFICIENT SPACE AND FURNITURE TO ACCOMMODATE APPROXIMATELY 10 TEAM MEMBERS WITH LAPTOP COMPUTERS AND PRINTERS, WALL AND TABLE SPACE TO DISPLAY

MAPS AND ENGINEERING DIAGRAMMS, AND ACCESS TO AT LEAST TWO CLASS A TELEPHONES PLUS TWO SEPARATE CLASS A ANALOG LINES FOR COMPUTER MODEMS. THE TEAM WILL BRING MOST OF THEIR OWN OFFICE SUPPLIES, BUT WILL NEED PAPER AND POSSIBLY SOME OTHER MINOR ITEMS.

B. ACCESS TO A SHREDDER FOR DESTRUCTION OF CLASSIFIED INFORMATION.

C. ACCESS TO A FAX.

D. ACCESS TO A PHOTOCOPIER.

E. ACCESS UPON ARRIVAL AND DURING THE ASSESSMENT TO A CONTAINER TO STORE CLASSIFIED INFORMATION. THE VAT TRAVELS WITH CLASSIFIED INFORMATION AND WILL NEED CLASSIFIED STORAGE CAPABILITY BEGINNING ON THE DAY OF ARRIVAL AND EVERY DAY UP TO AND INCLUDING THE DAY OF DEPARTURE.

F. COORDINATION OF VEHICLE PASSES IF REQUIRED. THE VAT WILL OBTAIN AND USE APPROXIMATELY FOUR RENTAL VEHICLES DURING THE ASSESSMENT.

G. COORDINATION OF ANY REQUIRED SECURITY ARRANGEMENTS TO INCLUDE BADGES ALLOWING ACCESS TO ALL AREAS OF THE INSTALLATION PLUS CAMERA LETTERS AND VEHICLE PASSES IF REQUIRED. IF THE VAT WILL BE RESTRICTED FROM CERTAIN AREAS OF THE INSTALLATION, PLEASE INFORM THE VAT POC.

7. THE VAT WILL BE LED BY [*rank and name of team leader*], USAF. THE VAT POC IS [*rank and name of VAT POC*]. THE REQUESTED INFORMATION MAY BE SENT TO THE VAT POC VIA E-MAIL [*VAT POC's e-mail address*], FAX (DSN 473-5262, COMMERCIAL 210-671-5262), OR REGULAR MAIL (HQ AFSFC/SFP, ATTN: [*rank and name of VAT POC*], 1720 PATRICK STREET, LACKLAND AFB TX, 78236-5226). FOR ADDITIONAL INFORMATION, CONTACT THE VAT POC, [*rank and name of VAT POC*], AT DSN 473-00900/0925 OR COMMERCIAL 210-671-0900/0925.